

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	CHIEF DEPUTY - COUNTY ASSESSOR
CLASS CODE:	1540
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	11/29/2008
DEPARTMENT:	ASSESSOR

---

## JOB SUMMARY

Under general guidance and direction from the elected County Assessor, performs supervisory and principal administrative work. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Assessor in the event of his or her absence or disability.

## ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work and personnel of assigned functions; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Assists with budget preparation, purchasing processes, and tracking expenditures.

Oversees the preparation of sales-ratio-reports including the statistical analysis, analytical reports, and market indicators to determine assessment ratios.

Reviews and reconciles all types of property valuations.

Coordinates assessment office resources with other County departments, volunteer groups, the public, and outside agencies.

Updates and drafts department policies and procedures.

Represents the assessment office and/or the County Assessor in hearings before the Utah State Tax Commission, district court, and in public relations and other matters as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** Computer aided mass appraisal software application processes and development of valuation models including calibration techniques of these types of models; the principles and practices of budgeting, accounting, and personnel supervision/management; state statutes related to assessment; the principles and practices of appraisal, taxation, geographic information systems, statistical analysis and valuation modeling; and strategic management processes including bench marking and best-of-breed analysis and implementation.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; effectively communicate verbally and in writing; maintain confidential files, records, and reports associated with personnel, personal property, and real property; coordinate multiple tasks efficiently;

**Skill in:** Interpersonal communication and oral presentations; using computer aided mass appraisal systems.

**CLASS TITLE:**  
**CLASS CODE:**  
**PAGE 2**

**CHIEF DEPUTY - COUNTY ASSESSOR**  
**1540**

**PHYSICAL DEMANDS**

**Regularly:** Sit at a desk or table; drive a motor vehicle; work for sustained periods of time maintaining concentrated attention to detail; and distinguish between shades of color.

**Occasionally:** Walk, stand, or stoop; lift or otherwise move objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is primarily performed in an environmentally controlled room, but is occasionally performed in the field which exposes incumbent to possible bodily injury.

**RECOMMENDED EDUCATION AND EXPERIENCE**

Bachelor Degree in Public Administration, Business, or a related field and six (6) years of work experience performing property appraisal and/or assessment activities of which two (2) years are in a supervisory capacity. Equivalent combinations of education and experience may also be considered.

Selected applicants may be subject to a background check.

**RECOMMENDED LICENSING AND CERTIFICATION**

Applicant must be a Certified Appraiser with the Utah Department of Commerce and become certified as an Ad Valorem General Appraiser with the Utah Tax Commission within three (3) years of selection to this classification. Incumbent must successfully complete mandatory continuing education (CE ) training every two (2) years. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.